ADMINISTRATIVE AUDIT

Name of the Division: **House keeping**Audit Period: Session 2018 - 19

Sr. No.	Statement	Evaluation		
1.	Awareness about the responsibilities of the division	Yes	Somewhat	No
2.	Has the vendor maintained any duty check and Report)	nart		
3.	How the housekeeping function is carrie Check and Remarks		STO MUSICOMOSTO	
4.	Check the housekeeping checklists Remarks			
5.	Make a physical walkthrough along with and check for appropriate housekeeping Remarks	the dep	eartment function	onal

6.	How do you get complaints of your division and what is the track of				
	closure?				
	nce of the Division: House kneptice				
	notine tavit				
	Americaes about the mepopsibilities Yes Somewhat My of the division				
7.	Strength and weakness of the division				
	(ripusit bas desaili)				
	How the house county lundtion is cented out?				
	(Kiligotk and Response				
3.	Any exemplary practice of your division				
	Charle are honed energing checklists				
	Remarks				